

OFFICE OF THE  
ADDITIONAL DIRECTOR GENERAL  
STATE VIGILANCE & ANTI-CORRUPTION BUREAU,  
HIMACHAL PRADESH KHALINI H.P. SHIMLA-2.

No. SV&ACB(E-6)Sweeping/cleaning /2017

Dated

To

Subject:- Tender/ Quotation for outsourcing of Sweeping/cleaning work of Block- A,  
Police Complex Khalini, Shimla-171002.

Sir,

State Vigilance & Anti Corruption Bureau intends to outsource Sweeping/Cleaning work of Block-A, Police Complex Khalini through any registered agency for having at least 3 years experience in sweeping /cleaning work on contract basis starting from 1.08.2017 to 31.07.2018. The Scope of work and terms and conditions are attached herewith.

2. You are requested to submit your bid/quotation in a sealed cover to the Superintendent, SV&ACB, SIU-I, Shimla-2 by 1700 hours on 25.7.2017 alongwith your registration/ experience certificate regarding Sweeping/cleaning work done in other office /agencies. Any clarification in this regards may be sought on any working days on Tel.No. 0177-2623061 or in room No. 612. All the parties/ firms, will deposit Rs. 5,000/- as temporary security money in order to avoid baking out by any party/firm, which will be refunded after signing the agreement by the lowest bidder. If any party/firm backs-up, the security money shall not be refunded to the said firm. In the event of backing-up by the lowest rate bidder, next lowest rate bidder (L-2) will be considered. The quotation will be opened on 26.7.2017 at 3..PM in conference hall at VHQ Khalini Shimla-2.

Encls: As Above.

Yours faithfully,

(Virender Kalia) HPS  
Addl. Superintendent of Police,(HQ)  
SV&ACB,HP,Shimla-171002.

Endst. No. SV&ACB(E-6)Sweeping/cleaning /2017 12919-22 Dated 28/06/17

Copies w.r.t. this office endst. No.SV&ACB(E-6)outsourcing 9003-6 dated 14.5.2015 are forwarded for information and necessary action to:-

1. The SP/SV&ACB, SIU-I,HP,Shimla-171002.
2. The DIG/TTR, or his representative HP,Shimla-171002.
3. The Dy. SP, SCRIB (Crime), Shimla-171002.
4. ✓ ASI, Yashwant Singh, Tech. Cell, SV&ACB,HP,Shimla-2. He is requested to upload this tender/quotation a/w its enclosures on SV&ACB,Website- www.hpsvacb.gov.in.

Addl. Superintendent of Police,(HQ)  
SV&ACB,HP,Shimla-171002.

Sub: Scope of work and Terms & Conditions for invitation of tender/Quotations for Sweeping/cleaning work of Block "A" Police Complex Khalini Shimla-2.

The State Vigilance & Anti Corruption Bureau intends to outsource cleaning work of Police Complex Khalini Shimla-2 to a registered agency or having 3 years experience in sweeping/cleaning work for a period of one year on contract basis starting for 1.8.2017. The scope of work and terms & condition are given below. Interested parties may submit their bids/quotations in a sealed cover to the Superintendent of Police, SV&ACB, SIU-I, Shimla-2 by 1700 hours on 25.7.2017. Any clarifications on this may be sought on telephone 0177- 2623061 (Shimla) on any working day.

#### 1. Scope of Cleaning Work

The scope of work would include cleaning of all the covered area in the Police Complex building situated at Khalini, Shimla-2 including rooms, galleries, balconies, toilets, staircase and lift. It would also include open area around the building in the possession of the Police department covering about four bighas.

The purpose of cleaning is to provide neat, aesthetic and hygienic work condition. Towards this end, the contracted agency i.e. M/S M.D. Utility Services shall undertake to provide including services on daily and weekly schedule as given below:-

#### 2. Daily Schedule:

- i) Dry sweeping of the entire covered area of Police Complex building and areas around in the possession of police department.
- ii) Wet sweeping of all the covered area of Police complex building.
- iii) Cleaning of garbage from all the garbage/ dustbins kept in the Police Complex.
- iv) Cleaning of all toilets, wash basins and urinals in the Police Complex building with appropriate cleaning agents twice a day, once before 10 am and next after 2 PM.
- v) Dusting of all doors and windows in the building and removal of cop webs from ceilings and walls.

#### 3. Weekly services on Monday

- i) Scrubbing of entire premises to remove stains.
- ii) Thorough wet cleaning of all floor area using Vim and phenyl
- iii) Polishing of floors;



5

iv) Cleaning of all sanitary fittings in the toilets with standard cleaning materials and replenishing liquid soap, odonil, and phenyl ball in toilets/urinals;

4. Materials:

(i) It shall be the responsibility of the agency to arrange for all the consumables such as dusters, mops, brushes, brooms, pans, detergents, washing powder, sponges, buckets, garbage sacks, floor polish, phenyl, acid, toilet disinfectants, liquid soaps, soap cakes, odonil, and other related materials required of good quality and reputed makes.

(ii) All consumables brought to the Police Complex for the purpose of cleaning shall be duly entered in the register to be maintained by Superintendent, VHQ.

(iii) Space for storing the material for cleaning shall be provided by the Superintendent, VHQ.

5. Employer: SP SIU, would be designated as employer for the purpose of this contract and empowered to terminate the contract at any time, if the services rendered by the concerned agency are found unsatisfactory. Staff deployed for the job will be bonafide employees of the Agency. The department shall make payment to the Agency for the cleaning job assigned and not to the staff employed by the Agency. The staff deployed by the agency will have no right to claim job in any Government Department and for that purpose the Agency will be solely responsible.

6. Responsibility of the Agency

i. The Agency shall certify that they have verified the credentials of persons being deployed for the job against this contract. The Agency shall ensure that the staff employed by it is well trained in cleaning works and displays good conduct and is physically and medically fit.

ii. The Agency shall be responsible for the discipline of the staff working under it. In disciplined and inefficient staff shall be replaced when pointed out by the employer.

iii. The agency shall designate one of its employees as Supervisor who shall attend to the service needs of the employer as and when necessary. The mobile number of the Supervisor shall be made available to the employer by the Agency. The Agency shall ensure that all the jobs and complaints regarding unsatisfactory jobs are attended promptly.

- iv. The agency shall maintain an Attendance register indicating entry time and exit time of its staff entering the building for the purpose of cleaning.
- v. The Agency shall be solely responsible for all the service matters of its employees, shall be responsible for all statutory requirement and compliance with provisions of various Labour Laws and shall also abide by the provisions of Minimum Wages Act. Any violation in this regard would attract the termination of the contract.
- vi. The Agency shall provide a uniform to each of its staff members and ensure that they are properly dressed including shoes and also carry identity cards to be issued by Superintendent, VHQ.
- vii. The Employer stands indemnified from any claim arising out of injury/ death of any manpower posted by the Agency in accordance with the fulfillment of this assignment and any such claim shall be sole responsibility of the Agency.
- viii. No increase shall be asked for or admissible in the amount of contract for the entire period of the contract for one year.
- ix. The agency shall ensure that the cleaning work must be completed before 09-30 A.M. every morning.
- x. In the absence of any workers, the cleaning work should be assigned to some other workers in his/her place.
- xi. At least 2 workers should be available from 10 A.M. to 5.00 P.M. on every working day so that they can be asked for cleaning whenever needed.
- xii. The agency shall also ensure the safety of Police property. In case of damage to any equipment/ property, due to the delinquency of the staff of agency, the same would be replaced at the cost of agency. Police Departments decision will be final in this regard.

7. Responsibility of the Employer:

The Agency will be provided with sitting place for the employees and storage space for the cleaning material. A complaint register would be maintained by the O/O Superintendent VHQ. where employees can lodge any cleanliness related complaint. It shall be the responsibility of the supervisor to redress the complaint within 4 working hours. Superintendent, VHQ would cause to be noted that the issue has been resolved if necessary action has been taken by the Agency.



8. PAYMENT PROCEDURE:

- (i) The Agency will submit the pre-requested bill in triplicate in the name of the SP (HQ)/SIU, SV& ACB Shimla-2 on last day of every month.
- (ii) Bills submitted will be processed and amount will be released within 15 days.
- (iii) No advance payment of any kind will be made to the Agency.

9. PERFORMANCE SECURITY:

The Agency will deposit Performance Security @ 5% of total amount of annual contract in the shape of Demand Draft duly pledged in favour of the SP (HQ)/(SIU), SV&ACB, HP, Shimla within 15 days from the date of signing of the contract agreement.

10. PENALTY CLAUSE:

Whenever it is found that the cleanliness is not upto the mark and no action has been taken within 4 working hours of bringing the deficiency to the notice of the Agency, a penalty of Rs.100/- per hour of delay may be imposed subject to a maximum of Rs 500 per day.

11. TERMINATION AND PENALTY:

- (i) All the parties/Firm will deposit Rs. 5000/- as temporary security money in order to avoid backing out, which will be refunded after signing the agreement by the lowest bidder.
- (ii) The contract would be valid for one year from the date of signing.
- (iii) The performance of Agency will be assessed for one month and in case the services are not found satisfactory, the contract would be cancelled and awarded to the next lowest firm.
- (iv) The contract can be terminated by either side on giving one month's notice.
- (v) No Firm/Bidder will back-up after the opening process of the tender/quotations.
- (vi) If any party/Firm backs-up, the security money shall not be refunded to the said Firm.
- (vii) In the event of back-up by the lowest rate bidder, next lowest rate bidder (L-2) will be considered.
- (viii) The Agency shall be responsible for full compliance of the terms and conditions of the contract agreement, failure of which will attract forfeiture of the security as well as the termination of their contract and getting the work done through some outside Agency at their cost and risk during the remaining period of contract.
- (ix) The Employer may terminate the contract after one month if the services rendered are not satisfactory and no payment shall be paid for this period except for the cost of consumables brought by the Agency for cleaning purposes.

8

(x) The Employer shall be at liberty to deduct upto 25% of the monthly billed amount apart from the taking such other action as contained in paragraphs above, if the work during the month has been unsatisfactory.

12 GENERAL

In the event of any dispute over the interpretation of any of the clauses of this agreement or any part thereof any of the clauses of this agreement or any part thereof including definitions, the decision of the SV&ACB shall be final & binding on the agency. All notices required or permitted herewith shall be deemed to have been communicated on the date personally delivered, sent by fax transmission or upon delivery if mailed by certified mail to other party at their address set forth below.

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